THE CONFERENCE BOARD

information bulletin

Subject Guide to Personnel Practices Surveys:

I Recruitment, Placement, Training, Communication
II Hours of Work, Pay Practices, Relocation
III Employee Services, Work Rules

PPI-81

This index is a detailed subject guide to the following Conference Board publications:

Personnel Practices I: Recruitment, Placement, Training, Communication. Information Bulletin No. 89, 1981.

Personnel Practices II: Hours of Work, Pay Practices, Relocation. Information Bulletin No. 92, 1981.

Personnel Practices III: Employee Services, Work Rules. Information Bulletin No. 95, 1981.

In the body of the index, following the tables of contents, the numbers to the right of the subject listing correspond to the particular report by the Roman numerals I, II, or III, and the tables in that report are identified by Arabic numerals. For instance, III-9 refers to Table 9 in Personnel Practices III. The subject listing may refer to a general table heading or to a specific detail in a table. The tables of contents, which are reprinted here for convenience, indicate the general table headings in each Information Bulletin. A brief description of the survey sample is also provided.

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Personnel Practices I: Recruitment, Placement, Training, Communication

LIST OF TABLES

I. Recruiting, Job Counseling, and Evaluation

1. Recruiting
2. Recruiting Sources Resulting in the Largest Number of New Employees
3. Private Employment Agency Fees
4. Travel Expenses for Preemployment Interview
5. Centralized Employment Screening
6. Final Job Offer
7. General Reference Checks
8. Work Reference Checks
9. Retention of Employment Applications
10. Minimum Hiring Age
11. Employment of Relatives
12. Rehiring of Retired Employees
13. Orientation Programs for New Employees
14. Probationary Period after Hiring
15. Job Posting
16. Requests for Transfer
17. Job Counseling and Career Planning Assistance
18. Skills Inventory
19. Performance Appraisals of Individual Employees
20. Testing Programs
21. Assessment Centers

II. Record-keeping Systems and Employee Privacy

22. Personnel Record-keeping Systems
23. Privacy of Employee Records
24. Employee Access to Personal Files
25. Record of Disclosures of Personal File Data
26. Information to Other Employers

III. Communication, Training and Education

27. Employee Communications
28. Employee Handbooks
29. Employee Newspapers and Magazines
    (including publications exclusively for retired employees)
30. Company Financial Reports to Employees
31. Suggestion Awards
32. Attendance at Stockholder Meetings
33. Employee Education in U.S. Political Process
    (including company position on political issues and voter registration)
34. On-site Training or Education
35. Tuition Aid Plans
36. Voluntary Courses In-house during Off-hours
37. Rehabilitation Programs to Retrain Injured or Disabled Employees for Alternative Jobs

Personnel Practices II: Hours of Work, Pay Practices, Relocation

LIST OF TABLES

I. Hours of Work

1. Normal Workday
2. Normal Workweek
3. Alternative Work Schedules—Shortened Workweek
4. Alternative Work Schedules—Flexible Time
5. Alternative Work Schedules—Other Arrangements

II. Pay Practices

6. Wage and Salary Payment Procedures
7. Special Wage and Salary Payment Practices
8. Special Rates of Pay—Work Over Schedule in a Normal Workday
9. Supper Allowance for Overtime Workers
10. Special Rates of Pay—Work Over Schedule in a Normal Workweek
11. Special Rates of Pay—Work on Saturday or Sunday
12. Special Rates of Pay—Work on the Sixth or Seventh Day
13. Special Rates of Pay—Second Shift Differentials
14. Special Rates of Pay—Third Shift Differentials
15. Pay Practices in General Emergency Closings

III. Wage and Salary Policy

16. Communicating Pay Data
17. Wage and Salary Increases
18. Wage Incentive and Bonus Plans
19. Job Evaluation Programs

IV. Employee Relocation

20. Number of Transfers
21. Transfer Decisions

V. Employee Relocation Assistance

22. House-hunting Trips
23. Temporary Living Allowances
24. Transportation and Household Moving
25. Home Disposal
26. Home Purchase or Rental
27. Area Wage Differentials
28. Income Tax
29. New Hires

Personnel Practices III: Employee Services, Work Rules

LIST OF TABLES

EMPLOYEE SERVICES

I. Health Services

1. General Medical Services
2. Medical Personnel
3. Stop-Smoking Programs
4. Physical Fitness Programs
5. Programs to Promote Safety and Industrial Hygiene

II. Advisory Services

6. Counseling Programs for Troubled Employees
7. Preretirement Services
8. Preretirement Counseling Programs
9. Employee Advisory Boards or Councils
10. Nonunion Grievance Systems
11. Employee Attitudes
12. Employee Attitude Surveys
13. Exit Interviews

III. Financial Services

14. Employee Credit Unions
15. Loans to Employees
16. Scholarship Plans for Employees' Children
17. Employee Discounts

IV. Special Services and Conveniences

18. Child-Care Assistance
19. Commutation Assistance
20. Employee Parking
21. Food Service
22. Company Library
23. Recreational Programs
24. Religious Activity
25. Other Special Services

WORK RULES

V. Policies Regarding Absence and Lateness

26. Time Keeping
27. Absentee Rate
28. Absence Without Notice
29. Absenteeism Reduction Programs
30. Lateness Policy

VI. Time Off during Working Hours

31. Lunch Period
32. Paid Rest Periods
33. Early Closing in Hot Weather Emergencies
34. Early Quitting Time in Transportation Emergencies

(continued on next page)

LIST OF TABLES (continued)

WORK RULES (continued)

VII. Required Physical Examinations
35. Preemployment Physical Examinations
36. Periodic Physical Examinations
37. Physical Examinations after Illness
38. Physical Examinations at Termination

VIII. Disciplinary Actions
39. Employee Theft
40. Charge for Loss or Breakage of Tools and Equipment
41. Disciplinary Action on Safety Rules

IX. Advance Notice Policies
42. Advance Notice Given at Layoff
43. Advance Notice Given at Termination
44. Advance Notice Required at Resignation

X. Traveling on Company Business
45. By Automobile
46. Using Commercial Airlines

XI. Other Work Rules
47. Employee Waiver of Patent Rights to Inventions
48. Long Service Awards
49. Moonlighting
50. Loss of Seniority after Layoff
51. Safety Gear
52. Incoming Personal Phone Calls
53. Outgoing Personal Phone Calls
54. Personal Mail
55. Charity Solicitations

ABOUT THE SURVEY SAMPLE

In the last quarter of 1979, a list of over 6,000 companies in five major industries—manufacturing, gas and electric utilities, retail trade, banking and insurance—was divided at random to provide four sample groups, each composed of the same industrial mix. Similarly, an extremely lengthy list of questions was divided into four questionnaires. A different questionnaire was sent to each group. The responses, which ranged from 500 to 600 per questionnaire—2,248 in all—are the basis for this report.[1] Each Information Bulletin contains a fuller description of the survey groups involved.

Information about the prevalence of personnel practices, employee services and work rules was elicited for three employee classes:

(1) Nonexempt nonoffice personnel, consisting of production, maintenance, warehousing and materials-handling workers in manufacturing; power plant, transmission and maintenance people in gas and electric utilities; and store personnel only—such as sales clerks, order clerks, stock clerks, check-out and wrapping clerks, and cashiers—in retail trade. This category was not applicable to banking and insurance companies.

(2) Nonexempt office personnel in clerical and technical jobs.

(3) Lower level exempt personnel in professional and technical positions, including first-line supervisors, floor managers, sales managers, and project managers.

Respondents were instructed to report practices at the locations affecting the largest number of each employee class, if they were multilocation employers.

[1]The response rate for the retail trade group was considered too low for presentation in this report. Figures, such as they are, will be made available upon request.

INDEX

Personnel Practice	Report and Table Number

A

Absence from work	
Absentee rate	III-27
Absenteeism reduction program	III-29
Discharge or suspension for, considered by employee advisory board	III-9
Physical examination after illness	III-37
Record of, used to identify troubled employees	III-6
Without notice	III-28
Access to personal files, employee	I-24
Accident record, used to identify troubled employees	III-6
Across-the-board increase	II-17
Advance notice of:	
Discharge	III-43
Layoff	III-42
Resignation	III-44
Advertising, as recruiting source	I-1,2
Advisory boards, employee	III-9
Age, minimum hiring	I-10
Airlines, commercial, use of, in travel on company business	III-46
Alcoholism, counseling for	III-6
Alternative work schedules	
Flexible time	II-4
Job sharing	II-5
Shortened workweek	II-3
Work-at-home arrangement	II-5
Annual meetings, employee attendance at	I-32
Annual report to employees	I-30
Applications, employment, retention of	I-9
Apprenticeship, as training method	I-34
Area wage differential, in employee relocation	II-27
Arrest record (*See* Police arrest record)	
Assessment centers	I-21
Attendance improvement, in absenteeism reduction program	III-29
Attitude surveys, employee	III-12
Attitudes, employee, means of eliciting	III-11
Automatic bank deposits of wages or salary	II-6
Automobile	
Company loans for purchase of	III-15
Company-provided	III-45
Credit union loan for purchase of	III-14
Mileage allowance	III-45
Parking facilities	III-20
Avocations, record of, in skills inventory	I-18
Awards for:	
Inventions	III-47
Long service	III-48
Perfect attendance	III-29
Suggestions	I-31

B

Banking facilities	
Check-cashing arrangements	II-6
Credit union, employee	III-14
Benefits, employee	
As personnel record	I-22
Handbook, as means of communication	I-27
Blood check for alcohol or other drug abuse	III-6
Blood pressure checks, on-site	III-1
Bonus plans	II-18
Breakage of tools and equipment, charges to employee	III-40
Bulletin board, use of:	
As job-posting medium	I-15
As means of communication	I-27
To report attendance records	III-29
To report attitude survey results	III-12
Bulletins, employee, as means of communication	I-27

C

Cafeteria, employee	III-21
Car pools, assistance in organizing	III-19
Career fairs, as recruiting source	I-1,2
Career planning assistance	I-17
Case method, as training method	I-34
Centralized employment screening	I-5
Charity solicitation	III-55
Check-cashing facilities	II-6
Child-care assistance	III-18
Children of employees	
Child-care assistance	III-18
Scholarship plans for	III-16
Christmas bonus	II-18
Clerical aptitude test	I-20
Clinic service, on-site	III-1
Closing, emergency (*See* Emergency closing)	
Club for retired employees	III-7
College	
As recruiting source	I-1,2
Courses in tuition aid plan	I-35
Communication, employee	
In performance appraisals	I-19
Media	I-27
Of company's position on political issues	I-33
Of pay data	II-16
Commutation assistance	III-19
Company automobiles	III-45
Company-confidential files	I-24
Company library	III-22
Company store	III-17
Complaints, employee (*See* Grievances, employee)	
Contests	
Attendance and/or punctuality	III-29
Safety	III-5
Contributions to charity	III-55
Conviction record, in reference checking	I-7
Correspondence school courses, in tuition aid plan	I-35
Cost-of-living adjustment	
As wage increase	II-7
In employee relocation	II-27
Cost reduction, consideration of, by employee advisory board	III-9
Counseling	
Family, in relocation	II-21
In exit interview	III-13
Job	I-17

Personnel Practice	Report and Table Number
Counseling *(continued)*	
Nutrition, in physical fitness program	III-4
Preretirement	III-7
Programs for troubled employees	III-6
Use of assessment center	I-21
Counselor, employee	
For troubled employees	III-6
Referral to, in absenteeism reduction program	III-29
Credit record	
As personnel record	I-22
Credit bureau reports, as company-confidential file	I-24
In reference checking	I-7
Credit union, employee	III-14

D

Day care (*See* Child-care assistance)	
Days in normal workweek	II-2
Deduction of wages (*See* Wages)	
Discharge	
Advance notice of	III-43
Consideration of, by employee advisory board	III-9
Due to absence without notice	III-28
Due to repeated lateness	III-30
Exit interview	III-13
For violation of safety rules	III-41
In absenteeism reduction program	III-29
Physical examination required at	III-38
Use of performance appraisal	I-19
Discipline	
For lateness	III-30
For violation of safety rules	III-41
In absenteeism reduction program	III-29
Warnings or measures, as personnel record	I-22
Discounts, employee	III-17
Drug abuse, counseling for	III-6

E

Early closing in hot weather emergencies	III-33
Early quitting time in transportation emergencies	III-34
Economic education, in voluntary off-hours courses	I-36
Editor of employee publication	I-29
Education	
Company loans for	III-15
Economic	I-36
On-site training programs	I-34
Political	I-33
Preretirement tuition aid for	III-7
Record:	
As personnel record	I-22
In reference checking	I-7
In skills inventory	I-18
Tuition aid for	I-35
Emergency closing (*See also* Early quitting time in transportation emergencies)	
Early, due to hot weather	III-33
Pay practices	II-15
Employee attitude survey	III-12
Employee attitudes, means of eliciting	III-11
Employee counseling (*See* Counseling)	
Employee publications (*See* Publications, employee)	
Employee referrals, as recruiting source	I-1,2
Employee relocation (*See* Relocation, employee)	
Employment	
Agencies	
As recruiting source	I-1,2
Payment of fees to	I-3
Applications, retention of	I-9
Assessment center	I-21
Authority to make final job offer	I-6
Interviews	I-5
Minimum hiring age	I-10
Of relatives	I-11
Probationary period	I-14
Recruiting sources	I-1,2
Reference checking	
General	I-7
Work	I-8
Rehiring of retired employees	I-12
Testing program	I-20
Environmental exposure data, as company-confidential file	I-24
Evaluation	
Assessment center	I-21
Performance appraisal	I-19
Psychiatric, as company-confidential file	I-24
Testing program	I-20
Examinations (*See* Physical examinations)	
Exempt overtime, pay practices for	II-10
Exit interviews	III-13
Expenses paid (*See also* Relocation, employee *and* Relocation of new hires)	
Automobile mileage allowance	III-45
Employment agency fees	I-3
Transportation to pre-employment interview	I-4
Supper allowance for overtime workers	II-9

F

Family counseling, in employee relocation	II-21
Films, as means of communication	I-27
Final job offer, authority to make	I-6
Financial reports to employees	I-30
First aid, as training subject	I-34
Flexible time schedule	II-4
Flu shots, on-site	III-1
Food service	III-21
Forced distribution, as basis for wage or salary increase	II-17

G

Garnishment of wages, record used to identify troubled employees	III-6
Grievances, employee	
Consideration of, by employee advisory board	III-9
Nonunion grievance systems	III-10
Procedure in denied transfer request	I-16
Gripe sessions	III-11
Group therapy program for troubled employees	III-6

H

Handbooks, employee	I-28
Health screenings	III-1
High schools, as recruiting source	I-1,2
Hiring age, minimum	I-10
Hobbies, record of, in skills inventory	I-18
Home disposal assistance, in relocation of:	
New hires	II-29
Regular employees	II-25
Home purchase assistance, in relocation of:	
New hires	II-29
Regular employees	II-26
Home rental assistance, in relocation of:	
New hires	II-29
Regular employees	II-26
Hospital care, on-site	III-1
Hot weather emergency closing	III-33
Hours of work	
Alternative work schedules	II-3,4,5
Normal workday	II-1
Normal workweek	II-2

Personnel Practice	Report and Table Number
House-hunting trip expenses, in relocation of:	
New hires	II-29
Regular employees	II-22
I	
Incentives	
In absenteeism reduction program	III-29
In stop-smoking program	III-3
Wage	II-18
Incidental moving expenses, in relocation of:	
New hires	II-29
Regular employees	II-24
Income tax assistance, in relocation of:	
New hires	II-29
Regular employees	II-28
Income tax reports, assistance in preparation of	III-25
Increase, wage or salary	
Frequency of, and basis for	II-17
Lump-sum payment of	II-7
Industrial hygiene (*See* Safety)	
Industrial property rights	III-47
Intelligence tests	I-20
Interpersonal skills	
As training subject	I-34
In voluntary off-hours courses	I-36
Interviews	
After central screening	I-5
Exit	III-13
Preemployment, travel expenses for	I-4
Inventions, awards for	III-47
J	
Job counseling	
Program	I-17
Use of assessment center	I-21
Job evaluation	II-19
Job fairs, as recruiting source	I-1,2
Job offer, final, authority to make	I-6
Job posting	I-15
Job referrals, employee, as recruiting source	I-1,2
Job rotation, as training method	I-34
Job sharing	II-5
Job simulation techniques (*See* Assessment centers)	
Job skills	
As training subject	I-34
In voluntary off-hours courses	I-36
L	
Language proficiency, in skills inventory	I-18
Lateness	
Policy	III-30
Punctuality contests	III-29
Layoff	
Advance notice of	III-42
Consideration of, by employee advisory board	III-9
Exit interview	III-13
Loss of seniority	III-50
Physical examination required at	III-38
Use of performance appraisal	I-19
Library, company	III-22
Licenses, assistance in obtaining	III-25
Living allowance, temporary, in relocation of:	
New hires	II-29
Regular employees	II-23
Loans to employees	
As credit union service	III-14
As employee relocation assistance	II-26
Company policy	III-15
Long service awards	III-48
Loss of tools and equipment, charges to employee for	III-40
Lump-sum salary increase	II-7
Lunch period	III-31
Lunchroom	III-21
M	
Magazine	
Employee (*See* Publications, employee)	
Retirement, subscription to	III-7
Mail, personal	III-54
Mechanical aptitude tests	I-20
Medical	
Examinations, requirement of	III-35,36,37,38
History	
As company-confidential file	I-24
As personnel record	I-22
In reference checking	I-7
Insurance record, used to identify troubled employees	III-6
Personnel, retention of	III-2
Physical fitness program	III-4
Services, general	III-1
Meetings	
As means of communication	I-27
Gripe sessions	III-11
Stockholder meetings, employee attendance at	I-32
Meetings *(continued)*	
To report employee attitude survey results	III-12
Merit increase	II-17
Merit rating, affected by lateness	III-30
Mileage allowance, automobile	III-45
Military service record, in reference checking	I-7
Minimum hiring age	II-10
Mobile food service	III-21
Money-management program to help troubled employees	III-6
Moonlighting	III-49
Moving expenses, household, in relocation of:	
New hires	II-29
Regular employees	II-24
N	
New hires	
Expenses paid for:	
Employment agency fees	I-3
Relocation to first assignment	II-29
Travel to preemployment interview	I-4
On-site training programs	I-34
Orientation programs	I-13
Newsletter, employee (*See* Publications, employee)	
Newsletter, job-posting	I-15
Newspaper advertising, as recruiting source	I-1,2
Newspaper, employee (*See* Publications, employee)	
Nonunion grievance systems	III-10
Normal workday	II-1
Normal workweek	II-2
Notary public, as special company service	III-25
Notice, advance (*See* Advance notice)	
Nutrition counseling	III-4
O	
Ombudsperson	III-10
On-the-job training	I-34
Orientation programs	I-13
Outplacement, in exit interview	III-13
Outside employment after working hours	III-49
Overtime pay for:	
Supper allowance	II-10
Work over schedule in a day	II-8
Work over schedule in a week	II-9

Personnel Practice	Report and Table Number

P

Parking facilities	III-20
Passport, assistance in obtaining	III-25
Patent rights, employee	III-47
Pay data, communication of	II-16
Pay envelope inserts	I-27
Pay period	II-6
Pay procedure	II-6
Payroll deductions for:	
Contributions to charity	III-55
Deposits to credit union account	III-14
Repayment of loan from company	III-15
Performance appraisal	
As basis for merit increases	II-17
As company-confidential file	I-24
As personnel record	I-22
Program	I-19
Used to identify troubled employees	III-6
Periodic physical examinations	
In physical fitness program	III-4
Requirement of	III-36
Personal information, employee	
Disclosure to other employers	I-26
General release of	I-23
Protection of	I-23
Record of disclosures	I-25
Personal mail	III-54
Personal reference checking	I-7
Personal telephone calls	
Incoming	III-52
Outgoing	III-53
Personality tests	I-20
Personnel record system	I-22
Physical examinations	
After illness	III-37
At termination	III-38
In physical fitness program	III-4
Individual health screenings	III-1
Periodic	III-36
Preemployment	III-35
Physical fitness programs	III-4
Police arrest record, in reference checking	I-7
Political education, employee	I-33
Political issues, communication of company position on	I-33
Polygraph, in testing program	I-20
Postal services	III-25
Preemployment physical examination	III-35
Premium pay for work on:	
Saturday	II-11
Second shift	II-13
Seventh day	II-12
Sixth day	II-12
Sunday	II-11
Third shift	II-14
Preretirement counseling program	III-8
Privacy of employee records	I-23
Private employment agencies (*See* Employment agencies)	
Probationary period	
After hiring	I-14
After transfer to new job	I-16
Evaluation of, in performance appraisal	I-19
Programmed instruction, as training method	I-34
Promotion	
As personnel record	I-22
Consideration of, by employee advisory board	III-9
Recommendations for, as company-confidential file	I-24
Use of assessment center	I-21
Use of performance appraisal	I-19
Use of testing	I-20
Psychiatric evaluation, as company-confidential file	I-24
Psychological counseling	
For troubled employees	III-6
In employee relocation	II-21
Public address system, as means of communication	I-27
Publications, employee	
As job-posting medium	I-15
As means of communication	I-27
Newspapers and magazines	I-29
Use in eliciting employee attitudes	III-11
Use in reporting employee attitude survey results	III-12
Punctuality contests	III-29

R

Radio advertising, as recruiting source	I-1,2
Rates of pay, special (*See* Overtime pay *and* Premium pay)	
Recreational programs	III-23
Recruiting sources	I-1,2
Reference checking	
General	I-7
Work	I-8
Rehabilitation training program	I-37
Rehiring of retired employees	I-12
Relatives, employee	
Assistance to, in relocation	II-21
Employment of	I-11
Religious activity	III-24
Relocation, employee	
Assistance	
Area wage differential	II-27
As personnel record	I-22
Family counseling	II-21
Home disposal	II-25
Home purchase or rental	II-26
Household moving	II-24
House-hunting trip expenses	II-22
In employee-requested transfer	I-16
Incidental moving expenses	II-24
Income tax liability for	II-28
Temporary living allowance	II-23
Transportation of employee and family	II-24
Number of transfers	II-20
Transfer decision	II-21
Use of assessment center	I-21
Use of performance appraisal	I-19
Relocation of new hires	II-29
Remedial education, in voluntary off-hours courses	I-36
Reservations, vacation, as special company service	III-25
Resignation	
Advance notice of	III-44
Exit interview	III-13
Physical examination required at	III-38
Rest periods	III-32
Retired employees	
Attitude surveys of	III-12
Company club for	III-7
Contributions to and receipt of employee publications	I-29
Credit union services for	III-14
Eligibility in scholarship plans for employees' children	III-16
Eligibility in suggestion award program	I-31
Participation in counseling program for troubled employees	III-6
Participation in physical fitness program	III-4
Participation in voluntary off-hours courses	I-36
Publication exclusively for	I-29
Rehiring of	I-12
Retirement	
Exit interview	III-13
Physical examination required at	III-38
Preretirement counseling	III-8
Role playing, as training method	I-34

S

Safety	
As training subject	I-34
Consideration of rules and violations by employee advisory board	III-9
Disciplinary action taken for violation of	III-41
Gear, requirement of	III-51

Personnel Practice	Report and Table Number
Safety *(continued)*	
Manual, as means of communication	I-27
Promotion and training	III-5
Salary	
Area wage differential, in employee relocation	II-27
As personnel record	I-22
Automatic bank deposit of, by payroll department	II-6
Communicating pay data	II-16
Cost-of-living adjustment	II-7
Garnishment record, used to identify troubled employees	III-6
Increase	
Frequency of, and basis for	II-17
Lump-sum payment of	II-7
Pay practice in emergency closings	II-15
Payment of, to employees normally paid by the hour	II-7
Payment procedures	II-6
Recommendations, as company-confidential file	I-24
Review in performance appraisal	I-19
Social security tax payment of employee's share by company	II-7
Special rates of pay (*See* Overtime pay *and* Premium pay)	
Saturday work, rate of pay for	II-11
Scholarship plans for employees' children	III-16
Schools, as recruiting source	I-1,2
Screening, centralized employment	I-5
Second-shift differential	II-13
Security regarding employee theft	III-39
Self-study courses	
As training method	I-34
In tuition aid plan	I-35
Seniority, loss of during layoff	III-50
Seventh day, rate of pay for work on	II-12
Shift differentials	II-13,14
Shortened workweek	II-3
Sixth day, rate of pay for work on	II-12
Skill measurement, in testing program	I-20
Skills inventory	
System	I-18
As personnel record	I-22
Smoking, programs to stop	III-3
Social security tax payment of employee's share by company	II-7
Solicitations for charity	III-55
Spouse, employment of	I-11
State employment agency	
As conductor of tests	I-20
As recruiting source	I-1,2
Stockholder meetings, employee attendance at	I-32
Stop-smoking programs	III-3
Store, company	III-17
Suggestion	
Award program	I-31
Box, to elicit employee attitudes	III-11
Sunday work, rate of pay for	II-11
Supervisory techniques	
As training subject	I-34
As voluntary off-hours course	I-36
Supper allowance for overtime workers	II-9
Suspension for cause	
Consideration of, by employee advisory board	III-9
For violation of safety rules	III-41

T

Telephone calls, personal	
Incoming	III-52
Outgoing	III-53
Television	
Advertising, as recruiting source	I-1,2
Closed circuit, as means of communication	I-27
Instruction program, in tuition aid plan	I-35
Temporary living allowance in relocation of:	
New hires	II-29
Regular employees	II-23
Termination of employment (*See* Discharge; Layoff; Resignation; *and* Retirement)	
Test results	
Access to	I-20
As company-confidential file	I-24
As personnel record	I-22
In skills inventory	I-18
Testing	
Programs	I-20
Use of assessment center	I-21
Theft, employee	III-39
Third shift differential	II-14
Time keeping	III-26
Time off	
In general emergencies	II-15
In hot weather emergencies	III-33
In transportation emergencies	III-34
To attend classes under tuition aid plan	I-35
To attend stockholder meetings	I-32
Tools and equipment, charges for loss or breakage of	III-40
Trade publication advertising, as recruiting source	I-1,2
Trade school	
As recruiting source	I-1,2
Course, in tuition aid plan	I-35
Training, on-site	
Identification of needs in performance appraisal	I-19
Programs	I-34
Rehabilitation programs	I-37
Safety and industrial hygiene	III-5
Supervisory, in employee counseling program	III-6
Transfer, employee	
As personnel record	I-22
Company-initiated (*See* Relocation, employee)	
Consideration of, by employee advisory board	III-9
Request for	I-16
Use of assessment center	I-21
Use of performance appraisal	I-19
Use of tests for evaluation of	I-20
Translator, provision of, in non-union grievance system	III-10
Transportation assistance	
In daily commutation	III-19
In relocation of:	
New hires	II-29
Regular employees and families	II-24
To preemployment interview	I-4
Traveling on company business by:	
Automobile	III-45
Commercial airline	III-46
Transportation emergencies, early quitting time in	III-34
Tuition aid	
As personnel record	I-22
For preretirement training	III-7
Programs	I-35

U

Union employment services, as recruiting source	I-1,2
Union membership, as personnel record	I-22
Utility bills, facility for payment of	III-25

V

Vacation planning, as special company service	III-25
Validation studies of employment tests	I-20
Van pooling	III-19
Vending machines	III-21
Videotape, as means of communication	I-27
Visiting nurse service	III-1

Personnel Practice	Report and Table Number
Vocational school	
As recruiting source	I-1,2
Course, in tuition aid plan	I-35
Voice stress analysis, in testing program	I-20
Voluntary courses in-house during off-hours	I-36
Voter registration, as special company service	I-33
W	
Wage incentive plan	II-18
Wages	
As personnel record	I-22
Automatic bank deposit of, by payroll department	II-6
Communicating pay data	II-16
Cost-of-living adjustment	II-7
Wages *(continued)*	
Deduction of, for absence	III-29
Deduction of, for lateness	III-30
Pay practice in emergency closing	II-15
Payment procedures	II-6
Review of, in performance appraisal	I-19
Social security tax payment of employee's share by company	II-7
Special rates of pay (*See* Overtime pay *and* Premium pay)	
Wills, assistance in preparation of	III-25
Work-at-home arrangement	II-5
Work history	
As personnel record	I-22
In reference checking	I-8
In skills inventory	I-18
References, as company-confidential file	I-24
Work measurement program, as wage incentive	II-18
Work schedules (*See* Alternative work schedules; Normal workday; *and* Normal workweek)	
Work skills, record of, in skills inventory	I-18
Work standards program, as wage incentive	II-18
Workday, normal	II-1
Workweek	
Normal	II-2
Shortened	II-3
Y	
Year-end bonus	II-18

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